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FUNCTIONAL STATEMENTS FOR
PERSONNEL OFFICE

OFFICE OF THE PERSONNEL DIRECTOR

FUNCTIONS

Responsible for the administration of an Agency-wide personnel program including the recommendation of personnel policies, regulations and standards; the effective operation of programs of personnel procurement, placement, personnel relations and welfare, classification and wage administration, psychological testing and evaluation, career development, and procurement and assignment of military personnel; the maintenance of record-keeping and reporting operations; the inspection, review and evaluation of all phases of personnel management activity wherever performed in the Agency; representing the Agency on personnel matters with the U. S. Civil Service Commission, the Federal Personnel Council, the Selective Service System, the Department of State, the Department of Defense and such other agencies as may be designated; and the conduct of such research in the field of personnel management as is required in support of operational programs.

STAFFING

Professional
Admin-Clerical

Present

Proposed

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25X1

The present and proposed staff for the immediate office of the Personnel Director provides for the Director and his Deputy and for a special professional assistant to handle unusual problems and non-routine assignments. Two of the clerical positions provide administrative and secretarial support to this office and one Administrative Assistant is assigned to the office of the Assistant Director (Personnel).

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RESEARCH AND PLANNING STAFF

FUNCTIONS

Responsible for providing staff support and advice to the Personnel Director on all phases of personnel management in the Agency, including the survey, review and reporting on all phases of the personnel program; the development and coordination of legislative, budgetary, procedural, and reporting requirements; the formulation of personnel policies, regulations and standards; planning, developing and conducting studies of personnel office organization, objectives, staffing, operating procedures and special management projects and studies required; planning and conducting the personnel management research program; and the performance of miscellaneous operating activities as are designated by the Personnel Director.

STAFFING

	<u>Present</u>	<u>Proposed</u>
Professional		
Admin-Clerical		
Total		

25X1

Experience has shown that the presently authorized staff cannot perform the numerous and varied responsibilities assigned. Additional manpower has been obtained by detailing personnel from other components of the Personnel Office and utilizing administrative trainees to assist in various activities; these efforts have not allowed sufficient trained personnel to maintain work at a current level and have detracted from the operations of the units from which temporary technicians were

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borrowed. Major projects in the development of qualifications and job classification standards, preparing an Agency personnel manual, developing statements of personnel policy and program objectives, supervising the installation of improved records of applicant and employee qualifications, developing policy and procedural materials for programs of in-service placement and performance evaluation, and the recently assigned responsibility for strength reporting are only some of the tasks on which work is now progressing--in some cases at a pretty slow rate. The need for inspecting personnel operations within the Personnel Office is urgent but there is no staff available for this assignment; the program of personnel management research is practically at a standstill except for what is done incidentally in connection with other activities.

CAREER DEVELOPMENT STAFF

FUNCTIONS

Responsible for providing staff assistance to the Personnel Director and other Agency officials in matters concerning the Central Intelligence Agency Career Service program and for performing secretariat and administrative services for the CIA Career Service Committee and Office Career Service Boards.

STAFFING

	<u>Present</u>	<u>Proposed</u>
Professional		
Admin-Clerical		
Total		

25X1

(Positions indicated * were allotted to the Career Development Staff, Office of Training. The merger of that unit with the Career Management Division, Personnel Office, will achieve a reduction of two positions.)

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PERSONNEL PROCUREMENT DIVISION

FUNCTIONS

Responsible for providing a program of personnel procurement service, including planning, coordinating and directing programs for developing, locating and drawing upon sources of personnel to keep the Agency adequately staffed; maintaining effective relationships with other components of the Personnel Office and operating officials to be continually informed of current and anticipated personnel requirements, and of current requisitions for personnel.

STAFFING

Present

Proposed

Professional

Admin-Clerical

Total

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25X1

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25X1

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course, be staffed to accommodate the normal workload even though all applicants appearing are not qualified.

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PERSONNEL DIVISION (OVERT)

FUNCTIONS

Responsible for providing a program of personnel management service in the fields of selection and placement, personnel relations and welfare, and processing and record-keeping operations for the National Security Council and such components of the Agency as are designated by the Personnel Director; advises operating officials with respect to personnel policies, problems and activities; plans and administers programs of personnel services and activities; participates in the development of over-all personnel policies, procedures, standards and regulations; develops and maintains coordination of phases of the over-all program for which the Division has jurisdiction with other components of the Personnel Office; and administers a pool for holding and training clerical-type personnel.

STAFFING



Note: The present authorization is reduced by 2 to compensate for positions transferred to Office of Training with the clerical training function and by 8 to compensate for testing positions transferred to the Testing and Evaluation Division. A net increase of 3 has been requested.

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25X9

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MILITARY PERSONNEL DIVISION**FUNCTIONS**

Responsible for providing service in the procurement, assignment, administration and disposition of military personnel detailed to the Agency from military departments of the Department of Defense; conducting necessary liaison with appropriate components of the Department of Defense; and maintaining necessary records and preparing necessary reports pertaining to military personnel.

STAFFING

	<u>Present</u>	<u>Proposed</u>
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Civilian		
Total		

25X9

No change is requested in present staffing authorization.

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TESTING AND EVALUATION DIVISION

FUNCTIONS

Responsible for providing an advisory program of psychological testing and evaluation service for the Agency with the exception of those services which are the specific responsibility of the Assessment Staff and including the selecting, devising and validating of tests and other psychological techniques indicating aptitudes, knowledges, skills, abilities, interests, and personality traits; assists in the development of specific tests designed to determine whether an individual satisfactorily completes a prescribed course of training.

STAFFING

PSPS/BHB:ume (4 June 52)

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